

**SUPREME COURT
ADMINISTRATIVE OFFICE OF STATE COURTS
FINANCE AND BUDGET OFFICE**

Procedure for Requesting a Transcript

The policy and the procedures identified below govern the process of requesting typewritten transcripts from all court reporters within the Rhode Island Judiciary (Judiciary). This policy shall apply to requests for partial as well as full (appeal) transcripts and shall apply to transcripts requested by government agencies, court appointed attorneys, private attorneys, and/or members of the public.

How to Request a Transcript:

- A requesting party who is a Registered User of the Judiciary's Electronic Filing System (EFS) may submit a Request for Transcript electronically through the EFS. The Request for Transcript form is located on the Judiciary's website at www.courts.ri.gov under the heading of Forms for each court.
- A requesting party who is not a Registered User may submit a Request for Transcript in hard copy form either in person or by first class mail to the appropriate office as identified by court and location in the Exhibit A attached hereto.
- All State of Rhode Island agency requests shall include a signature of the chief financial officer and the RIFAN account number to be charged for the cost of the transcript. If either the signature of the chief financial officer or the RIFAN account number is missing, the Request for Transcript form will be returned.
- If the fee for a transcript is waived, a signed court order must be submitted with the Request for Transcript.
- Note: A requesting party seeking a waiver of transcript fees shall attach documentation, such as a signed court order, in support of such request with the Request for Transcript.

Transcript Estimate:

- A requesting party will receive a Transcript Estimate by the method designated on the Request for Transcript form notifying the requesting party as to the estimated cost for the requested transcript.
- The costs of transcripts are governed by state law and shall be three dollars (\$3.00) per page for originals and one dollar and fifty cents (\$1.50) per page for copies. See G.L. 1956 § 8-5-5, § 8-10-37, and § 28-35-28.1.

Payment:

- Requesting parties will be required to pay the full amount of the estimated cost for the transcript before the transcript will be generated by the court reporter.
- Payments will be taken at the court clerk's office from which the proceedings to be transcribed took place and can be either mailed or paid in person. If mailing your payment, please attach a copy of the Transcript Estimate. Exhibit A attached hereto contains the appropriate office as identified by court and location responsible for the oversight of transcript requests and payments.
- Acceptable forms of payment are as follows: Cash; check; credit card; and money order.
- Upon completion of the transcript by the court reporter, the requesting party will receive a Transcript Invoice for the transcript. The requesting party will receive a Transcript Invoice by the method designated on the Request for Transcript.
- A requesting party will be required to either submit supplemental payment or will receive a refund if the estimated amount was greater than the actual cost to produce the transcript.

Transcript Completion:

- Upon final payment (if required), the transcript will be sent to the requesting party by the method designated on the Request for Transcript.

Cancellation of a Request for Transcript:

- All cancellations of a Request for Transcript must be in writing and sent to the office listed in Exhibit A.
- The requesting party will be charged for any pages completed by the court reporter prior to the written notice of cancellation.
- If the transcript has not been started, the requesting party would receive a full refund of the requesting party's deposit.

EXHIBIT A
LIST OF CONTACTS BY COURT

Superior Court

The contact information for all the Superior Court courthouses is as follows:

Licht Judicial Complex
250 Benefit Street
Room 506
Providence, Rhode Island 02903-2719
Telephone: (401) 222-3215

Family Court

The contact information for all the Family Court courthouses is as follows:

Garrahy Judicial Complex
One Dorrance Plaza
Room 387
Providence, Rhode Island 02903-2719
Telephone: (401) 458-3257

Workers' Compensation Court

Garrahy Judicial Complex
Attention: Stenographer's Office
One Dorrance Plaza
Providence, Rhode Island 02903-2719
Telephone:(401) 458-3447